**Steps for Current CYO Coaches to Get Recertified**

**\*Age Requirements 18yrs of age for Assistant Coaches & Sport Ministers.**

**21yrs of age for Head Coach.**

1. Email [cyo@archsa.org](mailto:cyo@archsa.org) to request your criminal background check gets re-run. In your email include the name and email address you used in your Virtus account as well as your Virtus User ID along with the Parish/School program you are volunteering with. We will then send a request to Virtus to have your previous background check re-run. To access your existing Virtus account use the following website: <http://virtusonline.org/virtus/>. ***DO NOT*** create a new account if you do not have your Virtus User ID.
   1. If you do not have or forgot your Virtus User ID you will need to recover your User ID from Virtus at the following website: <http://virtusonline.org/virtus/forgot_password.cfm>.
   2. Once you are in your Virtus account be sure to update your personal contact information including your date of birth and drivers license number so that they will be able to re-run your back ground check
2. Once you are in your Virtus account, the most recent **Protecting God’s Children** and **Sexual Harassment Training** should already be assignedto your profile. If not, you will need to manually select the most recent **Protecting God’s Children** and **Sexual Harassment Trainings**. Both trainings are required to receive a CYO Coaching Badge.
3. Register for and complete the Coaching Coaches **“Looking in the Mirror”** online training program ($24.95) at the following website:

[https://els.coaching-coaches.com/user/register?regcode=limsan](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fels.coaching-coaches.com%2fuser%2fregister%3fregcode%3dlimsan&c=E,1,hIZUWko8vQWkjs2CFXCBHjRpeLIrHF3P-GWt40wCuQwZKziZCGGipJIgnQh4c54z41TA0LHazyzCSHRwS5DRpmrcrPTwhaFI6irIuSe7OTwOO_UWE4O5LFZWnv0,&typo=1).

1. Once you have completed the required courses (Protecting God’s Children, Sexual Harassment Training & Looking in the Mirror) you will need to contact the CYO Office @ 210-734-2620 or email us at [cyo@archsa.org](mailto:cyo@archsa.org) to confirm your criminal background check was re-approved through Virtus. If you are emailing to follow up, ***DO NOT*** attach your training certificates as we have access to these certificates on-line. We will need the name and email address you used when you signed up for the on-line trainings along with the Parish/School program you are volunteering with. Once these steps are all completed you will be able to schedule an appointment to receive your updated badge. Thank you for volunteering for the CYO Ministry.

**NOTE: Coach Badges will be issued for the Fall season starting on Monday, August 1, 2022. All coaches must have a valid badge to be present on the bench during games by the start of their regular season. There is no grace period for coaches to be on the bench without a badge. Last day to receive a coach badge for the Fall Season will be Monday, September 26, 2022.**

**(Revised for Fall 2022 - 8/1/2022)**